

UNITED STATES CIVIL SERVICE COMMISSION
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DEPARTMENTAL CIRCULAR NO. 800, Supplement No. 1

TO HEADS OF DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS

SUBJECT: ANNUAL REPORT ON INCENTIVE AWARDS

A report on the operation of the incentive awards program is required from each department and agency by September 1 each year under the provisions of Section 32.206 of the Civil Service Regulations. These agency reports are used by the Commission as the basis for formulating the required annual report on this program to the President and the Congress.

The current edition of Standard Form 69 has been approved by the Bureau of the Budget for use again in making the agency reports covering fiscal year 1956. A sample copy of the form is attached. Section D of the form should be disregarded in submitting the statistics for fiscal year 1956. This data was essential for the first report covering fiscal year 1955, but will be required only intermittently in the future. Agencies will be notified in advance of the fiscal year when it is again required.

Departments and agencies are requested to requisition only the minimum supply of this form that is needed for the fiscal year 1956 report since it will be reviewed for revision prior to reprinting for long term use.

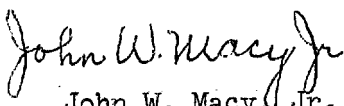
Since only limited supplies will be needed the form is being stocked again this year by the Commission's Office Services Division (telephone-code 171 - extension 4376). It is preferable that each agency determine its total needs for copies of the form and then make one request for the consolidated amount.

In using the form last year several agencies raised questions regarding how to report supplemental awards. It is contemplated that supplemental awards will be reported as part of the statistics in Section B of the form. This should be done irrespective of whether the case was closed out in the current or in previous fiscal years. In the event any agency should want a separate record on supplemental awards the details may be given as a footnote on the form.

There have been some questions of the meaning of the phrase "Approved during Fiscal Year" in Section A of the form. This should be interpreted as meaning approved for an award, whether honorary or cash.

Some agencies have an internal reporting system which shows the number of individual employees receiving recognition in group award cases. Where this information is already available within the agency it would be helpful if it were included as a parenthetical figure under item 3B of Form 69.

Inquiries concerning this letter should be directed to the Incentive Awards Office, United States Civil Service Commission, Washington 25, D. C. (telephone-Code 171 - extension 5822).


John W. Macy, Jr.
Executive Director

Attachment: 1 copy Standard Form 69

Distribution: 5 copies to headquarters of agencies only
3 copies to Commission's Regional and Branch offices
1 copy to each Bureau Director and Staff office
1 copy to each Incentive Awards Liaison Officer